

COMMERCIAL AND MULTI-FAMILY BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Please read all of the following information.

The following is a check list. You must have a "checkmark" in all the sections listed below prior to submitting your application.

- _____ A site plan showing the outside dimensions of the proposed structure, including distances in feet to the front, sides and rear property lines.
- _____ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed.
- _____ Sub-division & Land Development approval, Zoning approval, Storm Water Management approval.
- _____ Septic permit if applicable (Chad Findlay, 676-8812 ext 103)
- _____ Highway Occupancy Permit, if required. (Must be done prior to getting building permit)
- _____ Completed building permit application for Sugarcreek Borough and Inspector (Building, Electric, Plumbing, Mechanical)

CONSTRUCTION DOCUMENTS REQUIRED:

- Site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage. Accessible paths to entrances.
- Accessibility (Details and elevations of restrooms, checkout counters, etc, and routes with elevations for all accessibility)
- Energy Calculations with HVAC and Lighting (COM Check or IECC)
- All Signage (Tactile Exit, Restroom, Etc.)
- Use group(s) (Each area or room)(IBC Chapter 3)
- Building Limitation (Height & Area)(IBC Chapter 5)
- Type of construction (IBC Chapter 6)
- Fire resistant materials & construction (IBC Chapter 7)
- Fire protection system(s) (If Required)(IBC Chapter 9)
- Occupant Load (Each area or room) (IBC Section 1004)
- Department of Health Approval for Health Care Facilities prior to submission.
- Special Inspections as per IBC Section 1704 & 1710.

INSPECTION PROCEDURES

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Inspector.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call Tim Keller, 724-714-8364.
- **DO NOT SCHEDULE AN INSPECTION IF THE WORK IS NOT READY!!!**

Other Items

Stormwater Management Plan:

See enclosed Information

Also see Stormwater Management Ordinance by going to <http://www.sugarcreekborough.us/documents/ordinance268.pdf>

Subdivision/Land Development:

___ Does a new tax parcel need created?

___ Will current property lines be changed in any way? If so, a subdivision plan may be needed. Contact Emily Donaldson of the Venango County Planning Commission regarding subdivisions, 432-9689)

Highway Occupancy Permit:

(Must be done prior to building permit being issued)

If your property is NOT located on a Pennsylvania State road you may skip this section, **however**, if a curb exists or there is a ditch where a pipe would need laid to allow water flow you must contact the Borough Maintenance Foreman.

For state roads:

___ Does the parcel have an existing drive?

___ Is the existing drive permitted? (If not it could require an HOP) (Contact Michele Morningstar of PennDOT to verify, 678-7156)

___ Will a new drive be needed? If yes, contact Michele

___ Has copy of HOP permit been given to zoning officer with building permit application?

Erosion & Sedimentation – Earth Disturbance:

___ How many square feet of earth disturbance will the project have? Include area for the driveway, spoil piles, utility cuts, septic and overall construction disturbance for the building(s).

___ For areas under 5000 ft² an E&S plan does not need to be approved, copy on site.

___ For areas over 5000 ft² an E&S plan must be approved by the Venango Conservation District, 676-2832, 1793 Cherrytree Road.

___ If construction will occur within 50 ft of the bank of a stream an E&S plan is always required. Contact the Conservation District or DEP for permit.

___ Has copy of E&S permit been given to zoning officer with building permit app?

Stream Crossing/Wetlands

___ Does the project involve a stream crossing or wetland encroachment?

- No, No action needed
- Yes, Applicant must contact the County Conservation District 814-676-2832 or the DEP 814-332-6942

___ Has copy of approval been given to zoning officer?